



## All Saints' Thurlestone C of E Academy Summary Risk Assessment: During Covid-19

In September 2020 schools will reopen to all pupils. This risk assessment outlines the proposed risks and measures we have put in place to minimise the risk of transmission of COVID-19.

<b>School: Thurlestone C of E Primary School</b>	<b>Risk Assessor: Lesa Garside and Trust Health and Safety Lead</b>
Description of Risk Assessment	Assessment of risk involved in the full reopening of school and nursery sites following the COVID-19 lockdown. It is the government's plan that all pupils in all year groups will return to school full time from the beginning of the Autumn Term. While COVID-19 remains in the community schools must make judgements about how to balance and minimise risks from Covid-19 with providing a full educational experience for children. Schools must work through the System of Controls and adopt measures which address the risk in full opening and delivering a full curriculum. The System of Controls are actions that schools Must take and are grouped into 'prevention' and response to infection'. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	<p>Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.</p> <ul style="list-style-type: none"> <li>● Staggered alphabetical drop off and collection times and use of multiple entrances.</li> <li>● One way system enforced for dropping off at playground entrance (in through side gate and out through bottom playground gate)</li> <li>● Parents will be directed to bring children to the allocated entrance at the allocated time.</li> <li>● Parents will be asked to be punctual to avoid cross contamination of bubbles.</li> <li>● Signage will be clear and there will be a member of staff on duty at each entrance to welcome the children in</li> <li>● Parents will not be able to converse with staff members at this point, they will be asked to phone the office or send an email if they need to speak to a member of staff</li> <li>● There will be a member of staff on duty at the side gate and bottom gate to ensure that the one way system is followed.</li> <li>● Parents will be expected not to gather and to disperse as soon as they have dropped off their child. (Rule of 6 in place)</li> <li>● Signage to remind parents of social distancing expectations</li> <li>● Adults and children over 12 expected to wear face coverings during pick up and drop off times</li> <li>● Staff to wear face masks at drop off and pick up times</li> </ul>		Head Staff Parents
2.	<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p> <ul style="list-style-type: none"> <li>● Parents will not have access to the reception during the morning drop off or afternoon collection times. They will be directed to telephoning the school office or sending an email via either the admin email or class email addresses</li> <li>● Deliveries will be requested to not arrive at this time</li> <li>● Arrangements will be in place to segregate essential visitors, however the first priority will be to avoid arriving at drop off/collection times</li> <li>● Correspondence to parents reminds them not to gather in the reception</li> </ul>		Staff Parents

		<ul style="list-style-type: none"> <li>Staff take responsibility to remind visitors to follow social distancing guidelines</li> </ul>		
3.	Parents gathering at the school gate not social distancing.	<ul style="list-style-type: none"> <li>Drop off and collections have been planned to minimise adult to adult contact</li> <li>Member of staff on duty will pause parents if there is a build up and ask them to wait at 2m before they can enter the school site, only entering when the blockage is clear</li> <li>Only 1 parent/adult per family to be allowed on site to drop off/collect</li> <li>Siblings are not allowed to play on the school site and should be kept close to their parent/supervising adult</li> <li>Parents are regularly reminded that they cannot gather at the entrance gates or doors (rule of 6), and that they should not enter the building unless they have a pre-arranged appointment.</li> <li>Staff to ensure that they are prompt at both the beginning and end of the day</li> <li>Parents to wear face coverings for drop off and pick ups</li> <li>Staff to wear face coverings for drop off and pick up times and ensure that they maintain social distancing from parents</li> </ul>		Parents Staff
4.	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> <li>Pupils will be split into 2 bubbles</li> <li>Each bubble will have separate break and lunch times - on a rota system</li> <li>Timings will be known by staff and pupils and teachers will be responsible for ensuring that the bubbles do not overlap at these times.</li> </ul>		Staff Pupils
5.	Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission	<ul style="list-style-type: none"> <li>Staggered lunchtimes for each bubble</li> <li>2 separate sittings for lunch in the dinner hall with tables thoroughly cleaned between sittings</li> <li>Children spaced out as much as possible during each sitting</li> <li>Stringent handwashing measures before and after eating</li> </ul>		Head Staff
6.	Changes to building use being safe for pupils & staff- e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> <li>Full risk assessment in place for changes to ensure that fire, first aid and other Health &amp; Safety needs are met</li> </ul>		Staff Head

7,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	<ul style="list-style-type: none"> <li>• Children organised into 2 bubbles - EYFS/KS1 and KS2 bubble</li> <li>• In KS2, furniture organised so that children are facing forwards</li> <li>• Where possible and appropriate, in Year 1/2 children will be facing forwards</li> <li>• Furniture not in use or necessary has been removed from classrooms</li> <li>• Clear signage in classrooms promoting social distancing</li> <li>• Windows to be open and doors propped open wherever possible</li> <li>• Classrooms organised to allow space for adults to distance from pupils where possible</li> </ul>		Head Staff
8.	Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> <li>• 'Stay to the left' system in place in main corridor and clear signage in place to remind children/visitors of this</li> <li>• Movement of children around the school to be minimised as much as possible</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst moving around the school</li> <li>• If groups of children must move around the school then they will be supervised</li> </ul>		Staff Pupils
9.	Staff rooms and offices not able to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• Staggered break and lunchtimes will reduce the number of staff needing to use the staffroom at one time</li> <li>• Furniture in staff room has been rearranged to allow for social distancing</li> <li>• Staff to be responsible for cleaning before and after eating</li> <li>• Some shared areas (admin office) will have to operate on a 'one in, one out' basis.</li> <li>• Staff to be responsible for avoiding unnecessary gatherings</li> </ul>		Staff
10	Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• Good ventilation will be encouraged at all times with windows and internal doors being opened</li> </ul>		Staff
11	Risk of transmission from staff when working between bubbles	<ul style="list-style-type: none"> <li>• Staff will adhere to systems of controls, including; frequent handwashing, use of hand sanitiser and maintaining social distance when in different bubbles.</li> <li>• Staff will ensure good respiratory hygiene</li> <li>• Contact between individuals will be minimised by maintaining social distancing wherever possible</li> <li>• PPE will be worn if appropriate (i.e. first aid)</li> </ul>		Staff

12	Risk of transmission from staff working 1:1 and small/close group working	<ul style="list-style-type: none"> <li>• Staff will adhere to systems of controls, including; frequent handwashing, use of hand sanitiser and maintaining social distance when in different bubbles.</li> <li>• Staff will ensure good respiratory hygiene</li> <li>• Contact between individuals will be minimised by maintaining social distancing wherever possible</li> <li>• PPE will be worn if appropriate (i.e. first aid)</li> </ul>		Staff
13	The mental health and wellbeing of staff has been adversely affected	<ul style="list-style-type: none"> <li>• Staff have been and will continue to be encouraged to focus on their wellbeing.</li> <li>• Staff briefings and training have included content on wellbeing</li> <li>• Staff have been signposted to useful websites and resources</li> <li>• Full staff audit has been undertaken to identify individual needs</li> <li>• Counselling service is available to all staff</li> </ul>		Staff Head
14	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• Unnecessary or difficult to clean items have been removed from classrooms (in line with the new government guidance) and stored away from the children.</li> <li>• Surfaces in classrooms and communal areas to be kept clear for easy cleaning</li> <li>• There will be regular clearing of high touch/traffic areas throughout the day</li> <li>• Teachers to instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes</li> <li>• Clear posters displayed around the school to remind the children of hygiene procedures</li> <li>• All tissues to be disposed of into a bin and hands washed for 20 seconds</li> <li>• Items brought in from home will be kept to a minimum</li> <li>• Teachers responsible for wiping surfaces during the day using sanitising equipment</li> </ul>		Head Staff Estates & Services Team
15	Using play equipment - multiple use	<ul style="list-style-type: none"> <li>• Each bubble will have its own play equipment which will be cleaned daily</li> <li>• Outdoor play equipment will only be used by 1 bubble daily and will be cleaned every morning</li> </ul>		Staff
16	Shared resources and	<ul style="list-style-type: none"> <li>• Classes will be clear of unnecessary items</li> </ul>		Staff

	equipment increasing spread	<ul style="list-style-type: none"> <li>• Children should have their own items which are used frequently i.e. pencils.</li> <li>• Children in KS2 may bring their own pencil cases if they prefer but these and their contents must not be shared with their peers</li> <li>• Classroom based resources, such as books and games can be used and shared within the bubble. These resources should be cleaned regularly</li> <li>• Suitable protocols are in place for managing access to items of 'heavy use' such as a photocopier</li> <li>• Pupils should limit the amount of equipment they bring into school each day to a coat, water bottle, packed lunch box, book bag, PE kit and pencil case (KS2). These items should only be brought as needed.</li> <li>• Pupils and teachers can take books and other shared resources home but unnecessary sharing should be avoided</li> </ul>		Head
17	Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> <li>• Some staff continue to be repurposed to clean certain areas throughout the day</li> <li>• SLT will oversee cleaning of the school with daily checks</li> <li>• All staff are aware that surfaces and floors in their rooms must be cleared each night before the cleaners arrive. Class teachers are responsible for this</li> <li>• Class teachers will be responsible for the cleaning of excess resources used during the day by their pod</li> <li>• Cleaners will be responsible for carrying out a detailed clean of all areas each evening</li> </ul>		Head SLT Estates & Services Team
18	Children do not return to school due to parental concern	<ul style="list-style-type: none"> <li>• The school communicates clearly to parents that it is compulsory to return children to school</li> <li>• Parents will have detailed information about how the return to school will look this will include a risk assessment and detail about the arrangements in place</li> <li>• The school has shared with parents information about how to make decisions about sending children to school if they are unwell</li> <li>• The usual attendance strategies will be used including penalties for non-attendance</li> </ul>		Head Parents
19	Pupils will have fallen behind in their learning	<ul style="list-style-type: none"> <li>• Teachers will use a range of strategies to assess the gaps in learning at the beginning of the term.</li> </ul>		Head

	during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> <li>Curriculum planning will be adapted to address identified gaps</li> <li>Remote learning will be available for children who are self-isolating</li> <li>The Parent Guide to Remote Learning has been shared with parents</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>CPD will ensure that all adults will be able to effectively meet the needs of all children through the curriculum</li> </ul>		Staff
20	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>All classrooms have handwashing facilities available</li> <li>Cleaners will be responsible for ensuring soap/paper towels are available in all classrooms. This will be checked by SLT</li> <li>Stock levels of supplies of soap, hand sanitiser and cleaning products will be regularly reviewed by the Premises manager and overseen by the Head of Academy and SLT</li> <li>A central supply of stock is held in the event of supply shortages</li> </ul>		Head Staff E&S team
21	Pupils and staff forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> <li>The guidance on hand cleaning is regularly reviewed and revisited with the children</li> <li>Younger children will be taught songs to help them to wash their hands correctly</li> <li>Hand sanitiser in every classroom and at the main entry and exit points</li> <li>Handwashing posters to be displayed in toilets and at sink areas</li> <li>Parents informed of the handwashing requirement and asked to reinforce this at home</li> <li>Teachers to plan in regular hand washing sessions throughout the school day i.e. on arrival in school, after play etc</li> </ul>		Staff Pupils
22	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>Cleaners will be responsible for ensuring soap/paper towels are available in all classrooms. This will be checked by SLT</li> <li>Stock levels of supplies of soap, hand sanitiser and cleaning products will be regularly reviewed by the Premises manager and overseen by the Head of Academy and SLT</li> <li>A central supply of stock is held in the event of supply shortages</li> </ul>		Head E&S Team
23	Toilets being overcrowded risking hand washing and not compliant with social distancing	<ul style="list-style-type: none"> <li>Each bubble will use a different set of toilets. This includes at break and lunchtimes</li> <li>The number of children using the toilet at one time will be limited</li> <li>Floor markings will ensure children do not crowd the toilets</li> </ul>		Staff Head

		<ul style="list-style-type: none"> <li>• Toilets will be cleaned regularly and monitored to ensure that handwashing supplies do not run out</li> <li>• If possible, toilets will be flushed with the lids down</li> <li>• Children will be reminded to wash their hands before leaving the toilet</li> </ul>		
24	Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> <li>• A risk assessment has been undertaken for vulnerable groups and will be revisited as and when government guidance changes</li> <li>• All members of staff are expected to return to work</li> <li>• The most vulnerable should take particular care to stringently adhere to the protective measures/systems of controls</li> </ul>		Head Staff
25	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> <li>• Children who were previously shielding can return to school following the appropriate measures as per the government guidance</li> <li>• Parents may wish to consult their specialist health professional about the return of their child to school.</li> <li>• Should transmission rates rise locally, then children who are extremely clinically vulnerable may be asked to resume shielding</li> <li>• Should children have to stay at home for health reasons, this should be a decision reached between parents and professionals. They will have access to remote learning</li> </ul>		Head Staff Parents
26	Risk to Children with EHCP	<ul style="list-style-type: none"> <li>• Children with an EHCP should have an individual risk assessment before deciding on attendance or what additional control measures need to be introduced</li> <li>• We will minimise the number of adults working 1:1 with a child to provide the provision they require</li> </ul>		SENDCO Head
27	Children with SEND require additional support following school closures	<ul style="list-style-type: none"> <li>• Appropriate support will be deployed to support children with SEND needs. This may be in class or group or individual interventions</li> <li>• Specialist staff from within and outside the school may return as necessary</li> </ul>		Head Staff
28	Pupils' mental health has been adversely affected during the period that the school has been closed	<ul style="list-style-type: none"> <li>• Staff have had training to support pupils with mental health needs</li> <li>• All pupils will have access to a member of staff should they wish to talk about wellbeing/mental health</li> <li>• Wellbeing/mental health will be discussed regularly in class (PSHE,</li> </ul>		Head SENDCO

	and by the COVID-19 crisis in general	<p>virtual assemblies, check ins, use of stories)</p> <ul style="list-style-type: none"> <li>Resources/websites to support the mental health of pupils are available</li> </ul>		Staff
29	Increased Safeguarding disclosures following pupils extended period in lockdown	<ul style="list-style-type: none"> <li>The Child Protection Policy has been revised to reflect the full return of all children</li> <li>The DSL will ensure that they have sufficient time to meet the needs of all children returning to school</li> <li>The school will ensure that communication with other agencies i.e. school nurse, social care is excellent</li> </ul>		Head DSL Deputy DSL
30	Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> <li>Teaches will ensure that pupils understand the importance and reasons for social distancing and convey these regularly and age appropriately to the children.</li> <li>There will be clear markings and posters throughout the school to support social distancing</li> <li>Staff will model social distancing consistently</li> <li>Movement of pupils around the school will be minimised</li> <li>Large gatherings will be avoided</li> <li>Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with social distancing. This will be communicated to staff, pupils and parents</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed</li> <li>Messages to parents reinforce the importance of social distancing</li> </ul>		Head Staff Parents
31	New children start school without an adequate induction/transition programme	<ul style="list-style-type: none"> <li>There has been detailed and effective communication/liaison with the pre-schools to aid transition</li> <li>Parents of the new intake have had regular communications with the school in the form of letters, postcards, phone calls and emailed information</li> </ul>		Head EYFS Lead
32	Member of staff or Pupil becoming unwell with	<ul style="list-style-type: none"> <li>Child is moved to an isolated, well ventilated room whilst waiting for collection. At Thurlestone this would be to the conference room</li> </ul>		Head

	symptoms of COVID19	<ul style="list-style-type: none"> <li>• If a child needs to be supervised whilst waiting to be collected and is showing symptoms of COVID-19 and social distancing is not possible, the staff member supervising must wear full PPE in line with the government guidance</li> <li>• The parent must contact 111 to arrange a test.</li> <li>• If a member staff presents with symptoms they would immediately remove themselves from school having notified a member of staff at a safe distance. They will also confirm where they have been so cleaning can take place immediately in the affected areas. The member of staff must arrange a test immediately and provide the school with the test results as soon as possible</li> <li>• The academy will seek advice from PHE</li> </ul>		Staff
33	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> <li>• Staff sign in sheets will be in use at all sites to support the Track and Trace system</li> <li>• Local health team advice will be followed carefully to contain the outbreak</li> <li>• Where the child/young person/staff member tests negative, they can return to their setting and the fellow household members can end their self isolation</li> <li>• If there is confirmation that a member of a class cohort, either child or a member of staff, has had a positive test, they should ensure that they stay home for 10 days (day of onset and seven days). The rest of their household need to isolate for 14 days</li> <li>• The school will contact the PHE team immediately for advice and support</li> </ul>		Head Staff
34	Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.	<ul style="list-style-type: none"> <li>• Google Classroom will be used to set work, share video clips of lessons and provide feedback on work.</li> <li>• Home learning packs will be emailed to families</li> </ul>		Head Staff
35	Local levels of confirmed COVID cases increase (localised second wave).	<ul style="list-style-type: none"> <li>• The academy will follow guidance, advice and any plan from the local authority and PHE</li> <li>• A remote learning contingency plan is in place in case of the event of a</li> </ul>		Head

	Causing local lockdown and school closure	second wave or local lockdown		
36	Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> <li>The first day of the Autumn term (non pupil day) was a day dedicated to cleaning and implementing safety measures. This included the training of all staff</li> <li>Staff were trained on Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Compliance with COVID-19 enhanced hygiene and social distancing procedures</li> <li>A revised staff handbook will be issued to all staff during these training days</li> </ul>		Head
37	Face to face CPD and cross trust working increasing the transmission of the virus.	<ul style="list-style-type: none"> <li>In school CPD continues to take place, either socially distanced or online</li> <li>Outside areas can be utilised while weather and seasons allow</li> <li>Cross Trust meetings will take place online</li> </ul>		Head Staff
38	Provision and use of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is communicated to staff and understood. Sufficient PPE has been procured</li> <li>Adequate training/briefing on use and safe disposal of PPE is in place</li> <li>Those staff who may be required to use PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely</li> <li>Staff requirements to wear PPE is reactive to the current severity of the situation</li> </ul>		Head Staff
39	Routine use of PPE	<ul style="list-style-type: none"> <li>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way</li> </ul>		Head Staff
40	Commuting to school including public transport	<ul style="list-style-type: none"> <li>The bus service is running as normal</li> <li>Children under 11 do not need to wear face coverings</li> <li>Social distancing will be observed where possible</li> </ul>		Bus Company

	<p>having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus</p>	<ul style="list-style-type: none"> <li>• Children will wash their hands on entering the school in the morning and before they leave in the evening</li> <li>• It is the parents' responsibility that children wash their hands before getting on the bus and on their arrival home</li> </ul>		Parents
41	<p>Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination.</p> <p>Also Increased risk of food poisoning due to prolonged service delivery (staggering times)</p>	<ul style="list-style-type: none"> <li>• The food safety and hygiene procedures and government guidance for catering establishments will be followed</li> <li>• Health and Safety policies will be followed</li> </ul>		Head Catering Manager
42	<p>Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker and therapist visits</p>	<ul style="list-style-type: none"> <li>• Visitors to the school are to be kept to a minimum and only where necessary and by arrangement</li> <li>• No visitor (parent, carer, supplier etc) should enter the academy if they are displaying any symptoms of coronavirus</li> <li>• Any visitors that are on site are fully informed of any infection control procedures</li> <li>• A detailed record of all visitors to the site will be kept</li> <li>• Visits from contractors will be planned for outside of school hours unless in case of emergency</li> <li>• Visitors to the site are expected to wear face masks and use handwashing facilities/sanitiser stringently</li> </ul>		Head Admin
43	<p>Poor or lack of communications to parents and staff</p>	<ul style="list-style-type: none"> <li>• Parents will receive clear communication via email of the expectations and protocols. Updates will be given regularly</li> <li>• The administrator is available to answer calls, respond to emails, PS connect and social media</li> <li>• Parents conversations will not be possible face to face at the gates due to the risk of a build up of people. Parents will be encouraged to call the office or email as this is the safest way to communicate</li> <li>• Class emails will remain in place whilst staff are not available to speak to parents at the beginning or end of the day. Staff will reply to these</li> </ul>		Head Staff Admin

		<p>when it is reasonably possible during a school day where they will be teaching</p> <ul style="list-style-type: none"> <li>• Social media will also be used to communicate with parents</li> </ul>		
44	Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>• Parents to be fully informed of the drop off/collection arrangements in place and the expectation that they will conform to these on school grounds</li> <li>• Temporary 2m markings will be place at each entrance so that social distancing can be maintained whilst waiting for drop off and collection and good habits can be formed</li> <li>• Staff will follow the policy when dealing with violence, threatening behaviour and abuse following any incidents of parent aggression or refusal to follow the rules</li> </ul>		Head Staff
45	Usual school events cannot take place due to protective measures	<ul style="list-style-type: none"> <li>• School events will be considered for adaptation, postponement or cancellation</li> <li>• Every opportunity should be taken to adapt activities i.e. move outside, smaller groups etc</li> <li>• Assemblies/Collective Worship will only take place virtually</li> <li>• Singing should be avoided in collective worship/choirs etc</li> </ul>		Head Staff
46	Spread of virus due to increased numbers of unnecessary people within the building or grounds.	<ul style="list-style-type: none"> <li>• There will be no unnecessary visitors allowed entry to the school building</li> <li>• Parents will not be able to enter the school building without a prior appointment</li> <li>• Parents will be reminded that only one parent should be on site at pick up/drop off times</li> </ul>		Head Staff Parents
47	Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<ul style="list-style-type: none"> <li>• Staff to be regularly reminded of the evacuation procedures and instructed to read the evacuation policy available on the staff portal</li> <li>• In emergency situations, the priority is to ensure that the building is evacuated to the muster points</li> <li>• A silent fire drill will be practised with all children and staff during the first week of terms so that they know and understand expectations</li> <li>• Any changes to the emergency procedures will be disseminated to all staff within the academy via the HoA</li> </ul>		Head SLT
48	Negative impact on	<ul style="list-style-type: none"> <li>• The risk of spread has been considered and actions will be taken in</li> </ul>		Head

	reputation of the school, perceived by parents/staff/media etc, following a confirmed COVID case in the school which has spread to other pupils/staff.	<p>line with the government guidance</p> <ul style="list-style-type: none"> <li>• Actions are implemented as far as reasonably possible</li> <li>• A response to parents/staff/media has been drafted for the event of an outbreak within the academy</li> </ul>		
49	<p>ICT Provision –</p> <p>ICT failure or significant issue which requires IT team to attend the occupied academy. If not addressed, staff are not able to teach the curriculum in class. or remotely.</p> <p>The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high risk area as they are hard surfaces.</p>	<ul style="list-style-type: none"> <li>• The IT team are able to dial in remotely to resolve many ICT issues</li> <li>• When a site visit is required, staff will follow the same social distancing guidance as visitors, including the washing of hands on arrival and when leaving the site as well as more frequently during the visit</li> <li>• When a visit is required, this will be outside of school hours where possible</li> <li>• All users of IT equipment will wash their hands immediately before and after any use of any device</li> <li>• Cleaning of IT equipment will be done in line with the national guidance - cleaned between use or left for a minimum of 72 hours</li> </ul>		<p>Head</p> <p>Trust IT Lead</p>
50	Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing of groups/bubbles	<ul style="list-style-type: none"> <li>• Children attending Breakfast Club will be seated in bubbles to eat breakfast</li> <li>• They will be gathered in bubbles at the end of the day whilst waiting for the bus</li> <li>• Record of all attendees will be kept (staff and pupils) to support with track and trace.</li> </ul>		<p>Head</p> <p>Staff</p>
51	Increased risk to Black and minority ethnic staff and pupils	<ul style="list-style-type: none"> <li>• Social distancing of 2m is in place</li> <li>• Individual risk assessments carried out with employees in this category to discuss any potential additional risks and measures needed</li> <li>• Communication with families of pupils within this category to identify</li> </ul>		Head

		any additional risks		
52	Risk of administering first aid contributing to the transmission of the virus	<ul style="list-style-type: none"> <li>• PPE (apron and gloves) will be worn when providing first aid. A face shield will be worn if there is a risk of splashing of body fluids</li> <li>• First aid trained staff will refresh their training on the correct use of PPE as part of the non pupil day at the start of term</li> <li>• A record of all first aid will be kept on site to support the Track and Trace system</li> </ul>		Head First Aiders
53	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> <li>• Risk assessments are undertaken before the school reopens and mitigation strategies are put in place and communicated</li> <li>• Nominated employees are tasked to monitoring protection measures</li> <li>• The risk assessment will be reviewed if the risk level changes and/or in light of updated guidance</li> <li>• Parental feedback is encouraged</li> <li>• Risk assessments are monitored and reviewed by the E&amp;S Manager who is trained to Occupational Health and Safety level via NEBOSH</li> </ul>		Head E&S Trust Manager
54	Lack of Governor oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements	<ul style="list-style-type: none"> <li>• The Trust Board and Local Committees continue to meet regularly via online platforms</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation</li> <li>• HoA report to CEO/Deputy CEO include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19</li> <li>• Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place</li> <li>• Minutes of trustee meetings are reviewed to ensure that they accurately record trustees oversight and holding leaders to account for areas of statutory responsibility</li> </ul>		Head CEO Trustees
55	Policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the	<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of the most recent guidance on social distancing and COVID-19 and its implications for the academy and the wider Trust</li> <li>• Staff, pupils and parents will be briefed accordingly</li> </ul>		Head

	current circumstances			
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